

**To apply for a license to operate a group child care home or a child care center you will need to submit the following:**

1. ☐ A completed application;
2. ☐ A sketch or diagram of the facility showing the arrangement of the rooms, including the location of toilet and hand washing facilities, the kitchen, the office and the doors. The space will be measured by the licensing representative and the applicant;
3. ☐ A sketch or diagram of the outdoor play area and placement of equipment;
4. ☐ Written policies pertaining to the program goals, admission, care and discharge of children;
5. ☐ A schedule of daily activities for each age group in care (infant/toddler, preschool and school-age);
6. ☐ A sample weekly menu;
7. ☐ An itemized list of available materials and equipment to be used by children;
8. ☐ A written narrative description of child care practices and concepts, including discipline and guidance policies;
9. ☐ A staff sheet;
10. ☐ If a facility is not incorporated, the names and addresses of two references who have knowledge of the applicant's character, experience and ability;
11. ☐ Sample forms used, other than those supplied by the department;
12. ☐ Evidence of compliance with local or state, or both, sanitation requirements;
13. ☐ Evidence of compliance, if applicable, with local building and zoning requirements;
14. ☐ If the facility is incorporated, Articles of Incorporation and the annual Registration Report as issued by the Missouri secretary of state;
15. ☐ Written policies and procedures which clearly establish job responsibilities and lines of administrative authority, including a statement of the authority and duties delegated to the director employed to carry out the program;
16. ☐ Official verification of the center director or group day care home provider's education and experience; and
17. ☐ Other information required by the department to make a determination regarding licensure of the facility.